

NAME [REDACTED]

OFFICE OTR

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

Evaluation

Course Objective

The objective of this course is to update DDA Carrerists' awareness and understanding of current activities, problems and trends in the Administration Directorate and its components.

1. Please indicate on the scale below the degree to which the course met its objective.

						Slight	Highly Satisfactory
1	2	3	4	5	6	7	
/	/	/	/	/	/	/	

2. Given your present assignment, what segment of the course did you find most useful? Least useful?

1. OTR, the part that I found most useful, was the Records management session. I never realized how important records management was, especially now, with all of the investigations. The session on EEO was (on Back)

3. Please describe how the course benefited you.

Being a new employee it gave me a good overview of the DDA, and how the DDA supports the other Directorates

4. What suggestions do you have for improving this course?

The way the course is run at present is very satisfactory, but I would give from OMS more time, and

25X1A

a subject usually dull interesting

very interesting

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Best interesting was [redacted] from S.P. or in the way he presented it. He went over the organizational chart, and the subdivisions, explaining what each unit did, when sometimes it was very obvious what they did. He even proceed to make remarks about his EO not having the slides in right order. When I think he should have gone over his slides before he came.